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Col. Edwards

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20 September 1957

OS NOTICE #57-9

SUBJECT : Formal Training of Members of Security Career Service

1. Policy

To guide supervisors in the personnel development of Security Career Service members through training, the following minimum training standards are established:

a. For all clerical personnel GS-6 or below:

Security Clerical Training (Informal, on the job training)
Administrative Procedures (OTR) - where indicated, i. e.,
before overseas assignments

b. For all personnel GS-7 and above:

Intelligence Orientation (OTR)
Operations Support (Tradecraft Principles Phase) (OTR) -
as OS current workload permits

c. For all personnel assigned as Investigators

Special Agents Training (OS)

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d. For all personnel assigned as Audio Surveillance Specialists:

Basic Audio Surveillance (TSS)
Basic Counteraudio Surveillance (OS)

e. For all personnel assigned as Security Officers (Foreign Field):

Operations Familiarization (OTR)
Security Officer Field Course (OS)
Basic Counteraudio Surveillance (OS)

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f. For all personnel assigned as Area Security Officers (Hdqs.):

Area Security Officer Course (Quarterly, two-day conferences)

g. For all personnel assigned as Interrogation Specialists:

Operations Familiarization (OTR)
Counterespionage Operations (OTR)
Communist Party Organization and Operations (OTR)
Technical Interrogation Training (OS)

h. For all personnel assigned as Personnel Security Officers:

Communist Party Organizations and Operations (OTR)
Counterespionage Operations (OTR) - as current OS
workload permits

i. For all personnel assigned as Security Research Specialists:

Counterespionage Operations (OTR)
Communist Party Organization and Operations (OTR)

j. For all supervisory personnel GS-7 through GS-12:

Basic Supervision (OTR)

k. For all personnel of Staff, Division, or Branch Chief level:

Basic Management (OTR)

Except as otherwise provided by CIA [REDACTED] waiver
of the mandatory requirements can be authorized only by the Director
of Security.

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2. Procedures and Coordination with Training Officer

The training standards outlined above are an important element in the professional development of members of the Security Career Service. Supervisors should view these standards as long-range goals to be achieved, not overnight, but with steady, planned progress. Staff and Division Chiefs will


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coordinate with the Security Training Officer plans and actions required to insure that these training standards are satisfied. The required courses should be taken as soon as possible after EOD, or prior to reassignment or promotion, as appropriate.

3. Training Beyond Required Minimum

This instruction prescribes only minimum standards for training Security personnel for various general categories of duty. Staff and Division Chiefs are urged to enroll personnel in additional internal and external training which will further their effectiveness and career development.


Director of Security

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